

February 19, 2004

AGENDA  
ILLINOIS CIVIL SERVICE COMMISSION  
February 19, 2004

- I. OPENING OF MEETING AT 9:00 A.M. AT 160 NORTH LA SALLE STREET,  
SUITE S-901, CHICAGO, ILLINOIS
  
- II. PRESENT
  
- III. APPROVAL OF MINUTES OF REGULAR MEETING HELD JANUARY 15, 2004

**WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR  
MEETING HELD JANUARY 15, 2004?**

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging.....	105	5
Agriculture .....	521	14
Arts Council .....	21	1
Banks and Real Estate.....	262	6
Central Management Services.....	1,214	59
Children and Family Services .....	3,449	36
Commerce & Econ. Opportunity .....	499	56
Corrections .....	14,315	108
Criminal Justice Authority .....	75	3
Deaf and Hard of Hearing Comm. ....	6	1
Developmental Disabilities Council ...	13	1
Elections Board .....	51	1
Emergency Management Agency .....	108	1
Employment Security.....	1,986	25
Environmental Protect. Agency ....	1,130	9
Financial Institutions.....	81	5
Guardianship and Advocacy .....	112	6
Historic Preservation Agency .....	190	3
Human Rights Commission .....	11	2
Human Rights Department.....	142	6
Human Services .....	15,607	57
Industrial Commission .....	166	8
Insurance .....	333	6
Investment Board .....	4	1
Labor .....	84	7
Labor Relations Board Educational ...	16	2
Labor Relations Board State .....	19	2
Law Enforce. Trng. & Standard Bd. ...	25	1
Military Affairs .....	141	3
Natural Resources .....	1,690	26
Pollution Control Board .....	24	3
Professional Regulation .....	248	15
Property Tax Appeal Board .....	23	2
Public Aid .....	2,318	18
Public Health.....	1,117	27
Revenue.....	2,202	41
State Fire Marshal .....	124	6
State Police.....	1,493	4
State Police Merit Board .....	5	1
State Retirement System .....	79	1
Transportation .....	3,896	1
Veterans Affairs .....	1,141	2
TOTALS .....	55,046	582

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

B. Governing Rule - Jurisdiction B Exemptions

- a) Before a position shall qualify for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the position shall be directly responsible to:
  1. The Governor, or
  2. A departmental director or assistant director appointed by the Governor, or
  3. A board or commission appointed by the Governor, or
  4. The head of an agency created by Executive Order, or the director or assistant director of an agency carrying out statutory powers, whose offices are created by the Governor subject to legislative veto under Article V, Section 11, of the Constitution of 1970, which agency head, director, or assistant director may themselves be subject to exemption under Section 4d(3), or
  5. In an agency having a statutory assistant director, a deputy director exercising full line authority under the director for all operating entities of the agency, provided the statutory role of assistant director is vacant or is assigned clearly distinct and separate duties from the deputy director and as a colleague to him, or
  6. A line position organizationally located between the director and/or assistant director and a subordinate statutorily exempt position(s), provided the position proposed for exemption has line authority over the statutory exempt position(s), or
  7. The elected head of an independent agency in the executive, legislative, or judicial branch of government.
- b) If a position meets the above criterion, it must, in addition, be responsible for one or more of the following before it shall be approved as exempt:
  1. Directs programs defined by statute and/or departmental, board, or commission policy or possess significant authority when acting in the capacity of a director of programs to bind the agency.
  2. Makes decisions in exercising principal responsibility for the determination or execution of policy which fix objectives or state the principles to control action toward operating objectives of one or more divisions, such decisions being subject to review or reversal only by the director, assistant director, board or commission.
  3. Participates in the planning and programming of departmental, board, or commission activities, integrating the plans and projections of related divisions, and the scheduling of projected work programs of those agencies.

\* \* \*

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

C. Department of Professional Regulation – Proposed Exemption

**The following 4d(3) request for exemption was continued at the January 15, 2004 meeting until the February 19, 2004 meeting and subsequently withdrawn:**

Position Title: Senior Public Service Administrator  
Position Number: 40070-24-11-000-00-01  
Division: Web Management Services  
Incumbent: Vacant  
Supervisor: Director  
Location: Cook

D. Department of Professional Regulation – Proposed Exemption

**The following 4d(3) request for exemption was continued at the January 15, 2004, meeting until February 19, 2004.**

COPY

Dear Chairman Richards:

Director Grillo has requested 4d(3) exemption of the following position:

Position Title: Senior Public Service Administrator  
Position Number: 40070-24-05-200-00-01  
Division: Statewide Enforcement  
Incumbent: Wayne Straza  
Supervisor: SPSA (40070-24-05-000-00-01)  
Location: Cook County

I am recommending consideration of 4d(3) exemption from Jurisdiction B of the Personnel Code for this position.

To facilitate your staff's review, I have enclosed copies of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services, at 782-5601.

END OF COPY

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Director Rumman:

I am requesting the attached CMS-104 job description for Senior Public Service Administrator as listed below be exempted from Jurisdiction B of the Illinois Personnel Code under provisions of paragraph 4d(3).

SPSA 40070-24-05-200-00-01 Enforcement Administration Programs

It appears this position qualifies for such exemption as listed below:

1. The position will report to the Deputy Director for Statewide Enforcement;
2. Will have principal administrative responsibility for the planning, development and implementation of statewide policies and procedures for the respective program listed above; and,
3. Serves as spokesperson, representing the Deputy Director of statewide Enforcement and the Director at various internal and external meetings often of a sensitive and confidential nature concerning enforcement investigations, enforcement administration issues, prosecution issues, or special operations programs and policies, respectively.

If you require any additional information, please contact Jeanine K. Hamm, Human Resources Director, at 217/785-0816.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-24-05-200-00-01
Division:	Statewide Enforcement
Incumbent:	Wayne Straza
Supervisor:	SPSA (40070-24-05-000-00-01)
Location:	Cook County

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

E. Department of Professional Regulation – Proposed Exemption

**The following 4d(3) request for exemption was continued at the January 15, 2004, meeting until February 19, 2004.**

COPY

Dear Chairman Richards:

Director Grillo has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-24-05-500-00-01
Division:	Statewide Enforcement
Incumbent:	Vacant
Supervisor:	SPSA (40070-24-05-000-00-01)
Location:	Cook County

I am recommending consideration of 4d(3) exemption from Jurisdiction B of the Personnel Code for this position.

To facilitate your staff's review, I have enclosed copies of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

I am requesting the attached CMS-104 job description for Senior Public Service Administrators as listed below be exempted from Jurisdiction B of the Illinois Personnel Code under provisions of paragraph 4d(3).

SPSA 40070-24-05-500-00-01 Special Operations Programs

It appears this position qualifies for such exemption as listed below:

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

1. Will have principal administrative responsibility for the planning, development and implementation of statewide policies and procedures for the respective program listed above; and,
2. Serves as spokesperson, representing the Deputy Director of statewide Enforcement and the Director at various internal and external meetings often of a sensitive and confidential nature concerning enforcement investigations, enforcement administration issues, prosecution issues, or special operations programs and policies, respectively.

If you require any additional information, please contact Jeanine K. Hamm, Human Resources Director, at 217/785-0816.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-24-05-500-00-01
Division:	Statewide Enforcement
Incumbent:	Vacant
Supervisor:	SPSA (40070-24-05-000-00-01)
Location:	Cook County

F. Illinois Environmental Protection Agency – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Cipriano of the Illinois Environmental Protection Agency has requested 4d(3) exemption of the following position:

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title: Senior Public Service Administrator  
Position Number: 40070-46-30-200-00-01  
Division: Associate Director  
Incumbent: Vacant  
Supervisor: Associate Director  
Location: Cook County

Although this position does not meet the reporting criteria of the Commission Rules, considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Mr. Rumman:

We are requesting approval to exempt the position of Senior Public Service Administrator (40070-46-30-200-00-01) in accordance with Section 4d(3) of the Personnel Code.

This position reports to the Associate Director and is located in Chicago, Illinois. The position serves as the Agency environmental policy and outreach advisor on behalf of the Director and Associate Director; formulates and implements policies for the Agency's Office of Policy and Outreach; develops outreach strategies, establishes new policies and revises existing ones; and directs and organizes the Agency program to provide environmental planning support to local governments and communities in upstate Illinois. This position serves as confidential policy advisor for all environmental issues within the bi-lingual Spanish community.

The attached CMS-104 (Position Description) and organizational chart depicts the placement and responsibilities of this position.

If additional information is needed, please contact me so that we may respond effectively and expeditiously.

END OF COPY

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title: Senior Public Service Administrator  
Position Number: 40070-46-30-200-00-01  
Division: Associate Director  
Incumbent: Vacant  
Supervisor: Associate Director  
Location: Cook County

G. Department of Children and Family Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Bryan Samuels of the Department of Children and Family Services is requesting 4d(3) exemption for the following position:

Position Title: Public Service Administrator  
Position Number: 37015-16-00-100-00-01  
Division: Director's Office  
Incumbent: Vacant  
Supervisor: Director Samuels  
Location: Sangamon County

Considering the reporting relationship and the existence of similar staff assistant positions at this level of the organization with a 4d(3) exemption, I agree with Director Samuels and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart.

If additional information is required, please contact Marianne Armento, Division Manager, Technical Service Division, at 782-5601.

END OF COPY

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Director Rumman:

I am requesting that the position of confidential Staff Assistant for the director of the Department of Children and Family Services be considered for 4(d) 3 exemption.

This position will function as a special, confidential staff assistant in the Springfield Director's Office and perform high-level administrative staff functions for the Director. The incumbent will perform programmatic and administrative functions as assigned by the Director, providing problem resolutions, and will serve as a principal policy-making administrator within the Director's Office, possessing significant authority to bind the Agency to specific courses of action. This position will serve as the Director's liaison with senior Executive Staff, the Governor's Office, the Legislative Office, the Budget Office and the general public. Exercising considerable authority and independence, the incumbent will represent the Director at administrative and programmatic meetings, interpret directives issued by the Director, and provide guidance and advice to the Department's high-level management staff. Furthermore, this position will manage a variety of special projects and compose administrative reports that will often be of a highly confidential and sensitive nature and supervise confidential work performed by support staff supervisor within the Director's Office. Reporting directly to the Director, the incumbent will exercise considerable decision-making latitude and independence with respect to the implementation and interpretation of agency policy relating to programs within the Director's Office.

Due to the nature and scope of the duties of this position, as well as the confidentiality and sensitivity of the high-level administrative responsibilities performed, I am requesting this position be granted exempt status. Enclosed are the position description, position review/determination form, and before and after organizational charts.

Your assistance in reviewing and forwarding this position to the Civil Service Commission for exemption review is appreciated.

END OF COPY

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title: Public Service Administrator  
Position Number: 37015-16-00-100-00-01  
Division: Director's Office  
Incumbent: Vacant  
Supervisor: Director Samuels  
Location: Sangamon County

H. Department of Revenue – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Director Brian Hamer of the Department of Revenue is requesting 4d(3) exemption for the following position:

Position Title: Public Service Administrator  
Position Number: 40070-25-12-000-00-01  
Division: Bureau of Personnel  
Incumbent: James Day  
Supervisor: SPSA – 40070-25-10-000-00-01  
Location: Sangamon County

Although the position does not meet the reporting criteria of the Commission Rules, considering similarities of this position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart.

If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division at 782-5601.

END OF COPY

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Director Rumman:

I am proposing the exemption of a Senior Public Service Administrator, Option 1, as provided in Section 4d(3) of the Personnel Code. The position is currently filled by James Day, however effective close of business January 31, 2004, Mr. Day will be transferred out of the position and it will become vacant.

This position is a Bureau Manager position and reports directly to the Administrative Services Program Administrator, which is attached to my office. This position directs and administers policies and procedures affecting agency personnel and labor relations programs for the Agency. This position acts with the full authority of the Director in negotiating statewide labor contracts.

As this position represents me in developing and implementing personnel policies and procedures, I believe it meets all criteria for exemption. Attached are an updated position description and a copy of the organizational chart showing 4d(3) positions in the Agency.

If additional information is required, please contact Betty Ames, Acting Bureau of Personnel Manager, at 785-6542.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title	Public Service Administrator
Position Number:	40070-25-12-000-00-01
Division:	Bureau of Personnel
Incumbent:	James Day
Supervisor:	SPSA – 40070-25-10-000-00-01
Location:	Sangamon County

I. Department of Central Management Services – Proposed Exemptions

The following recommendation and supporting materials were received from the Director of Central Management Services.

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-00-000-01-03
Bureau/Division:	Office of Strategic Sourcing and Procurement
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon

The rationale for requesting this exemption is supported by the following:

- 1) As the agency State Purchasing Officer, this position will report to the Director of Central Management Services who is vested with the responsibilities of the Chief State Purchasing Officer.
- 2) This position serves as a policy formulating administrator of the agency's Office of Strategic Sourcing and Procurement in planning, directing, implementing and administering in collaboration with the Director as the Chief State Purchasing Officer all agency-specific procurement policies, procedures for agency specific procurement operations (agency-specific is herein defined as procurements for an agency, which are exclusive to that agency's operational needs including both goods and services, which are obtained by and through the Procurement Code). This position has principal responsibility for the determination and execution of policy, which establishes objectives and states the principles towards operating objectives of the agency.
- 3) The agency State Purchasing Officer is integrally involved in planning and integrating the plans and projections of agency-specific procurement operations for all organizational entities in the agency.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I request 4d(e) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Tricia Pineda in Internal Personnel at (217)782-7639.

END OF COPY

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title: Senior Public Service Administrator  
Position Number: 40070-37-00-000-01-03  
Bureau/Division: Office of Strategic Sourcing and Procurement  
Incumbent: Vacant  
Supervisor: Director  
Location: Sangamon County

J. Department of Central Management Services – Proposed Exemptions

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title: Senior Public Service Administrator  
Position Number: 40070-37-19-000-01-01  
Bureau/Division: Multicultural Outreach Program  
Incumbent: Vacant  
Supervisor: Assistant Director  
Location: Cook County

The rationale for requesting this exemption is supported by the following:

- 1) This position reports directly to the Assistant Director of Central Management Services, serving as the Administrator of the Multicultural Outreach Program as a policy formulating administrator working in concert with the Assistant Director on planning and developing policies, directing, implementing and administering all aspects of the CMS Multicultural Outreach Program (MOP) vested with the agency mission of the development and implementation of a multifaceted program for recruitment of a diversified workforce and to increase efforts fostering employment and promotional opportunities for personnel from minority groups. This position is responsible for development and management of recruitment and promotional efforts for multicultural groups which directly

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

- impact recruitment, promotional, educational and Affirmative Action goals for all State agencies, boards and commissions.
- 2) This position makes determinations in exercising principal responsibility for the determination of and execution of policies which fixes objectives and states the principles to control action towards operating objectives of more than one division not only in Central Management Services but also impacting same in all agencies, boards and commissions, such decisions being subject to review or reversal only by the Assistant Director or Director.
  - 3) The Administrator of the Multicultural Outreach Program is integrally involved in planning and programming of departmental activities and integrating the plans and projections of related recruitment, promotional, educational, and Affirmative Action operations for all organizational entities in this agency and impacting those in all other agencies, boards and commissions.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I request 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Tricia Pineda in Internal Personnel at (217)782-7639.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-19-000-01-01
Bureau/Division:	Multicultural Outreach Program
Incumbent:	Vacant
Supervisor:	Assistant Director
Location:	Cook County

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

K. Illinois Department of Human Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Department of Human Services.

COPY

Dear Chairman Richards:

Secretary Adams of the Illinois Department of Human Services has requested 4d(3) exemption of the following established position.

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-04-300-00-01
Bureau/Division:	Office of Contract Administration
Incumbent:	Vacant
Supervisor:	SPSA (40070-10-04-000-00-01)
Location:	Sangamon County

Although the position does not meet the reporting criteria of the Commission Rules, considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of the subject position, together with the agency's letter of request. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Director Rummann:

Effective July 1, 1997, the Department of Human Services was formed by consolidation of all the Departments of Alcoholism and Substance Abuse, Mental Health and Developmental Disabilities, and Rehabilitation Services in their entirety, as well as functions and programs from the Department of Children and family Services, Public Aid and Public Health. The Department of Human Services (DHS) has a FY04 approved head count of 16,108 positions. We currently have 15,851 employees located in all 102 counties, employed at leased offices as well as 17

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Mental Health and Developmental Disabilities facilities, a Treatment and Detention Facility, and 4 residential schools.

The Bureau Chief of the Bureau of Contract Compliance oversees and manages all aspects of the Bureau conducting on-site fiscal and administrative reviews of the Department's funded community service providers, focusing on applicable federal, state, and Departmental fiscal and compliance requirements. The Bureau Chief serves as the primary resource for the Department's compliance with the federal, state, and departmental fiscal and compliance requirements as set forth in the Illinois Administrative Code, Part 509 Fiscal/Administrative Record keeping and Requirements, and establishes and distributes policy and procedures relative to the responsibilities associated with the Code. This position oversees all on-site and desk review monitoring and compliance of Department funded community-based service providers, including unites of local government. The Bureau Chief has latitude in decision making for the Department involving reimbursable expenses, billing and collection of fees/co-payments, expense allocation, corrective actions resulting from provider's non-compliance, and the suspension of funding and/or cancellation of award/agreement for substantial reasons, etc., all of which have fiscal impact. This position must develop new policy and procedure, and revise existing policies and procedures, statutory requirements, or other administrative practices for the purpose of ensuring efficient and economical administration of Department funds, which also has fiscal impact on the Department's strict budget guidelines.

This position is of a higher level and is part of the policy making process, thus impacting Department fiscal matters and in eliminating the duplication of spending in light of the State's present budget condition. This position is not layered in the organization, but rather elevated to a point at which the scope can be addressed resulting in impact that can be realized for the entire Department. The position is removed in terms of three levels, and in a Department of this magnitude and size is not outside of the realm of reporting.

Due to the statutory requirements, the scope of the work, and the discretion and scope of decision-making mandates the position be 4d(3). As stated in the Personnel Code, Sec. 4d. Partial exemptions:

*"The Civil Service Commission, upon written recommendation of the Director of Central Management Services, shall exempt from jurisdiction B other positions which, in the judgment of the Commission, involve either principal administrative responsibility for the determination of policy or principal administrative responsibility for the way in which policies are carried out, .....*"

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

The Department of Human Services requests the Bureau Chief, Bureau of Contract Compliance be made 4d(3) due to the statutory requirements and administrative responsibility for the way in which our contract compliance policies are carried out. The actions of this position is subject only to the Director of the Office of Contract Administration, an exempt position, and the Secretary, an appointed official.

We believe the additional clarification of the duties and responsibilities for this position further demonstrates why it should be given 4d(3) exempt status. Thank you for your consideration of our request to extend 4d(3) exemption to the Bureau of Contract Compliance, Senior Public Service Administrator, 40070-10-04-300-00-01.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-04-300-00-01
Bureau/Division:	Office of Contract Administration
Incumbent:	Vacant
Supervisor:	SPSA (40070-10-04-000-00-01)
Location:	Sangamon County

L. Illinois Department of Human Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Department of Human Services.

COPY

Dear Chairman Richards:

Secretary Adams of the Illinois Department of Human Services has requested 4d(3) exemption of the following established position:

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IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-00-800-00-01
Bureau/Division:	Secretary's Office
Incumbent:	Vacant
Supervisor:	Secretary
Location:	Cook County

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of the position description, agency's letter of request and organization charts. If additional information is required, please contact Marianne Armento, Division Manager at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

Effective July 1, 1997, the Department of Human Services was formed by consolidation of all the Departments of Alcoholism and Substance Abuse, Mental Health and Developmental Disabilities, and Rehabilitation Services in their entirety, as well as functions and programs from the Department of Children and family Services, Public Aid and Public Health. The Department of Human Services (DHS) has a FY04 approved head count of 16,108 positions. We currently have 15,851 employees located in all 102 counties, employed at leased offices as well as 17 Mental Health and Developmental Disabilities facilities, a Treatment and Detention Facility, and 4 residential schools.

The Grants Administration Office is under the leadership and guidance of the Director (Senior Public Service Administrator) and has responsibility for the department standardization of applying for funds in order to receive grant awards, and to ensure grant dollars are properly spent. The Department has historically used various methods for application, acquisition and management of government, foundation and corporate grant awards. Through the Grants Administration Office, these activities will be streamlined and administered.

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

The Director of the Grants Administration Office will provide quality control as plans to administer grants are coordinated with our program and operations bureaus, and divisions. Staff will receive guidance from the Grants Administration Office regarding fiscal, budget, human resource and legal matters relative to grant activities. The Director of the Grants Administration Office will be responsible for finding money quickly for the department and our customers. Advanced technology will enable the Office to search for federal, state, foundation, corporate, formula and block grant opportunities for our program needs and those communities we serve. The Grants Administration Office will serve as advisors and consultants to providers-community coalitions, faith based organizations and municipalities that depend upon grant dollars for critical programs. The Office will ensure compliance of these programs adhering to guidelines set forth by funding sources.

The Director of the Grants Administration Office will be responsible for competing for millions of dollars annually from various funding sources, including private foundations and corporations to public and government agencies. The programs for grant awards include programs designed to expand care for people with alcohol and drug related programs; children with serious emotional disturbances; chronically homeless persons with substance use, mental health or co-occurring mental health and substance use disorders; large refugee populations who receive public assistance and where needs exist for supplementation of currently available resources; as well as special supplemental nutrition programs for women, infants and children, and these are only a few!

The Director of the Grants Administration Office is a vital position responsible for seeking support from all available sources, and in these times of budget constraints and budget cut backs is crucial to the Department and its customers.

Due to the statutory requirements, the scope of the work, and the discretion and scope of decision-making mandates the position be 4d(3). As stated in the Personnel Code, Sec. 4d. Partial exemptions:

*“The Civil Service Commission, upon written recommendation of the Director of Central Management Services, shall exempt from jurisdiction B other positions which, in the judgment of the Commission, involve either principal administrative responsibility for the determination of policy or principal administrative responsibility for the way in which policies are carried out,*

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

The Department of Human Services request the Director of the Grants Administration Office be made 4d(3) exempt due to the statutory requirements and administrative responsibility for the determination of policy and principal administrative responsibility for the way in which our grant funding policies are carried out. The actions of this position are subject only to the Secretary, an appointed official.

Thank you for your consideration of our request to extend 4d(3) exemption to the Senior Public Service Administration position 40070-10-00-800-00-01.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-00-800-00-01
Bureau/Division:	Secretary's Office
Incumbent:	Vacant
Supervisor:	Secretary
Location:	Cook County

M. Illinois Department of Human Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Secretary Adams of the Illinois Department of Human Services has requested 4d(3) exemption of the following established position.

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title: Senior Public Service Administrator  
Position Number: 40070-10-00-700-00-01  
Bureau/Division: Office of Strategic Sourcing and Procurement  
Incumbent: Vacant  
Supervisor: Secretary  
Location: Sangamon County

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of the position description, agency's letter of request and an organization chart. If additional information is required, please contact Marianne Armento, Division Manager at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

The Department of Human Services is requesting 4d(3) policy exemption of the following position: Senior Public Service Administrator, 40070-10-00-700-00-01, Office of Strategic Sourcing and Procurement. The position is located in Sangamon County and is currently vacant. This position will report directly to the Secretary of the Department of Human Services.

As the agency State Purchasing Officer, this position will report to the Secretary and will also have reporting responsibilities to the Chief State Purchasing Officer of the Department of Central Management Services.

This position serves as a policy formulating administrator of the agency's Office of strategic Sourcing and Procurement in planning, directing, implementation and administering in collaboration with the Secretary, and the Chief State Purchasing Officer all agency-specific procurement policies, procedures for agency specific procurement operations (agency-specific is herein defined as procurements for an agency which are exclusive to that agency's operational needs including both goods and services which are obtained by and through the Procurement Code). This position has principal responsibility for the determination and execution of policy, which establishes objectives and states the principles towards operating objectives of the agency.

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

The agency State Purchasing Officer is integrally involved in planning and integrating the plans and projections of agency-specific procurement operations for all organizational entities in the agency.

Considering similarities of this requested position with those of other 4d(3) exempted positions in the Department of Human Services, I request 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Anne McElroy, Director of the Office of Human Resources at 217/785-1544.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-00-700-00-01
Bureau/Division:	Office of Strategic Sourcing and Procurement
Incumbent:	Vacant
Supervisor:	Secretary
Location:	Sangamon County

N. Illinois State Police – Proposed Exemption

The following recommendation and supporting material were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Larry Trent of the Illinois State Police has requested 4d(3) exemption of the following established position.

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title:	Senior Public Service Administrator
-----------------	-------------------------------------

February 19, 2004

Position Number: 40070-21-00-600-00-01  
Bureau/Division: Office of Strategic Sourcing and Procurement  
Incumbent: Vacant  
Supervisor: Director Trent  
Location: Sangamon County

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of the position description, agency's letter of request and an organization chart. If additional information is required, please contact Marianne Armento, Division Manager at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman

The Illinois State Police is requesting 4d(3) policy exemption for the following position:

Position Title: Senior Public Service Administrator  
Position Number: 40070-21-00-600-00-01  
Bureau/Division: Office of Strategic Sourcing and Procurement  
Incumbent: Vacant  
Supervisor: Director Trent  
Location: Sangamon County

The rationale for requesting this exemption is supported by the following:

- 1) As the Agency State Purchasing Officer, this position will report to the Director plus will have reporting responsibilities to the Chief State Purchasing Officer (Director of Central Management Services).
- 2) This position serves as a policy formulating administrator of the Agency's Office of Strategic Sourcing and Procurement in planning, directing, implementing, and administering in collaboration with the Director and the Chief State Purchasing Officer all agency-specific procurement policies, procedures for agency-specific procurement operations (agency-specific is herein defined as procurements for an

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

agency which are exclusive to that agency's operational needs including both goods and services which are obtained by and through the Procurement Code). This position has principal responsibility for the determination and execution of policy, which establishes objectives and states the principles towards operating objectives of the Agency.

- 3) The Agency State Purchasing Officer is integrally involved in planning and integrating the plans and projections of agency-specific procurement operations for all organizational entities in the Agency.

Considering similarities of this requested position with those of other 4d(3) exemption positions in the Illinois State Police, I request 4d(3) exemption. To facilitate your review, I have enclosed copies of the position description and organization charts. Please contact Ms. Katherine Parmenter, Chief, Human Resource Bureau, at 217-785-1325 if additional information is required.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-21-00-600-00-01
Bureau/Division:	Office of Strategic Sourcing and Procurement
Incumbent:	Vacant
Supervisor:	Director Trent
Location:	Sangamon County

O. Illinois Department of Children and Family Services – Proposed Exemptions

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Bryan Samuels of the Department of Children and Family Services has requested 4d(3) exemption of the following established position.

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title: Senior Public Service Administrator  
Position Number: 40070-16-00-600-00-01  
Bureau/Division: Director's Office  
Incumbent: Vacant  
Supervisor: Director Samuels  
Location: Sangamon County

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of the position description, agency's letter of request and an organization chart.

If additional information is required, please contact Marianne Armento, Division Manager at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

The Department of Children and Family Services is requesting 4d(3) policy exemption of the following position:

Position Title: Senior Public Service Administrator  
Position Number: 40070-16-00-600-00-01  
Bureau/Division: Director's Office  
Incumbent: Vacant  
Supervisor: Director's Samuels  
Location: Sangamon County

The rationale for requesting this exemption is supported by the following:

- 1) As the agency's state Purchasing Officer, this position will report to the Director of the Department of Children and Family Services, plus will have reporting responsibilities to the Chief State Purchasing Officer (the Director of Central Management Services).
- 2) This position serves as a policy formulating Administrator of the Agency's Office of Strategic Sourcing and Procurement in planning, directing, implementing, and administering, in collaboration with the Director and the

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Chief State Purchasing Officer, all agency specific procurement policies, procedures for agency specific procurement operations (agency specific is herein defined as procurements for an agency which are exclusive to that agency's operational needs, including both goods and services which are obtained by and through the Procurement Code). This position has principal responsibility for the determination and execution of policy, which establishes objectives and states the principles towards operating objectives of the agency.

- 3) The agency State Purchasing Officer is integrally involved in planning and integrating the plans and projections of agency-specific procurement operations for all organizational entities in the agency.

Considering similarities of this requested position with those of other 4d(3) exempted positions in the Department of Children and Family Services, I request 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Christina Griffin, Personnel Manager, at 217/785-2586.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-16-00-600-00-01
Bureau/Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director Samuels
Location:	Sangamon County

P. Illinois Department of Natural Resources – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Dear Chairman Richards:

Director Joel Brunsvold of the Department of Natural resources has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-12-03-000-00-01
Bureau/Division:	Office of Strategic Sourcing & Procurement
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart.

If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

Please find enclosed the necessary documents to establish a Senior Public Service Administrator and exempt the position from Jurisdiction B, Section 4d(3), of the Personnel Code.

The rationale for requesting this exemption is supported by the following:

- 1) As the agency State Purchasing Officer, this position will report to the Director plus will have reporting responsibilities to the Chief State Purchasing Officer (the Director of Central Management Services).
- 2) This position serves as a policy formulating administrator of the agency's Office of Strategic Sourcing and Procurement in planning, directing, implementing and administering in collaboration with the

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Director and the Chief State Purchasing Officer all agency-specific procurement policies, procedures for agency specific procurement operations (agency-specific is herein defined as procurements for an agency which are exclusive to that agency's operational needs including both goods and services which are obtain by and through the Procurement Code). This position has principal responsibility for the determination and execution of policy, which establishes objectives and states the principals toward operating objectives of the agency.

- 3) The agency State Purchasing Officer is integrally involved in planning and integrating the plans and projections of agency-specific procurement operations for all organizational entities in the agency.

Considering similarities of this requested position with those of other 4d(3) exempted positions in the Department of Natural Resources I request 4d(3) exemption.

Your concurrence with this request will be appreciated. Should you need additional information, please contact Michele Cusumano at 782-1274.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-12-03-000-00-01
Bureau/Division:	Office of Strategic Sourcing & Procurement
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

Q. Illinois Department of Corrections – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Director Roger E. Walker, Jr., of the Department of Corrections has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-29-00-300-00-01
Bureau/Division:	Director's Office/Strategic Sourcing & Procurement
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart.

If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

The Illinois Department of Corrections is requesting the 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-29-00-300-00-01
Bureau/Division:	Director's Office/Strategic Sourcing & Procurement
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

The Agency State Purchasing Officer will report to the Agency Director and will have reporting responsibilities to the Chief State Purchasing Officer (the Director of Central Management Services).

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

The Purchasing Officer serves as a policy-formulating administrator of the agency's Office of Strategic Sourcing and Procurement in planning, directing, implementing and administering in collaboration with the Director and the Chief State Purchasing Officer all agency-specific procurement policies, procedures for agency specific procurement operations (agency-specific is herein defined as procurements for an agency which are exclusive to that agency's operational needs including both goods and services which are obtained by and through the Procurement Code). This position has principal responsibility for the creation and execution of policies that establish objectives and state the principles towards operating objectives of the agency.

The agency State Purchasing Officer is integrally involved in planning and integrating the plans and projections of agency-specific procurement operations for all organizational entities in the agency.

Considering similarities of this requested position with those of other 4d(3) exempted positions in the Department of Corrections, I request 4d(3) exemption.

Enclosed are copies of the position description and organizational charts to assist you in your review.

If you have any questions regarding this request, please contact Jim Underwood at 217-522-2666.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-29-00-300-00-01
Bureau/Division:	Director's Office/Strategic Sourcing & Procurement
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

R. Illinois Department of Public Aid – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Maram of the Illinois Department of Public Aid has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-33-00-040-00-61
Bureau/Division:	Office/Strategic Sourcing & Procurement
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart.

If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

The Department of Public Aid is requesting 4d(3) policy exemption of the following position:

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title:	Senior Public Service Administrator
Position Number:	40070-33-00-040-00-61
Bureau/Division:	Office/Strategic Sourcing & Procurement
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

The rationale for requesting this exemption is supported by the following:

- 1) As the agency State Purchasing Officer, this position will report to the Director plus will have reporting responsibilities to the Chief State Purchasing Officer (the Director of Central Management Services).

The Purchasing Officer serves as a policy formulating administrator of the agency's Office of Strategic Sourcing and Procurement in planning, directing, implementing and administering in collaboration with the Director and the Chief State Purchasing Officer all agency-specific procurement policies, procedures for agency specific procurement operations (agency-specific is herein defined as procurements for an agency which are exclusive to that agency's operational needs including both goods and services which are obtained by and through the Procurement Code). This position has principal responsibility for the creation and execution of policies that establish objectives and state the principles towards operating objectives of the agency.

- 2) The agency State Purchasing Officer is integrally involved in planning and integrating the plans and projections of agency-specific procurement operations for all organizational entities in the agency.

Considering similarities of this requested position with those of other 4d(3) exempted positions in the Department of Public Aid, I request 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charges. If additional information is requested, please contact Theresa Bietsch at 782-3328.

END OF COPY

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title: Senior Public Service Administrator  
Position Number: 40070-33-00-040-00-61  
Bureau/Division: Office/Strategic Sourcing & Procurement  
Incumbent: Vacant  
Supervisor: Director  
Location: Sangamon County

S. Illinois Department of Public Aid-Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Maram of the Illinois Department of Public Aid has requested 4d(3) exemption of the following position:

Position Title: Senior Public Service Administrator  
Position Number: 40070-33-00-100-00-61  
Bureau/Division: Office of the Director  
Incumbent: Vacant  
Supervisor: Director  
Location: Cook County

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart.

If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division at 782-5601.

END OF COPY

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Director Rumman:

We are proposing the exemption of Senior Public Service Administrator position 40070-33-00-100-00-61 as provided in Section 4d(3) of the Personnel Code.

This position serves as the Director's Special Assistant for Medical Finance and is responsible for formulating and developing policies consistent with federal and state rules and regulations governing our agency's medical financial obligations. The incumbent will work closely with me in all matters relating to the financial status and reimbursement operations of the medical programs administered by the Department of Public Aid and will assist me in the development of agency policy. Also, the incumbent will assist in the development of the agency's budget and in the disbursement of federal and state funds.

This person will have full authority to act in my behalf with respect to these responsibilities and will have principle administrative responsibility for the manner in which agency policy affecting the medical financial obligations of the agency is implemented.

The attached CMS-104 Position Description and organizational chart depict the placement and responsibility of this position.

Your review and early positive presentation of this proposal to the Civil Service Commission will be appreciated. If additional information is needed, please contact the Division of Personnel and Administrative Services of this agency.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-33-00-100-00-61
Bureau/Division:	Office of the Director
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

T. Department of Commerce and Economic Opportunity-Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Lavin of the Illinois Department of Commerce and Economic Opportunity has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-42-00-700-00-01
Bureau/Division:	Director's Office/Entrepreneurial/Small Business
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart.

If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

I am requesting a 4d(3) exemption for a Senior Public Service Administrator, position number 40070-42-00-700-00-01.

The position reports to the Agency Director and serves as the policy-formulating Manager of the Statewide Entrepreneur Program. In this

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

position, the individual formulates and implements policy for a statewide program that provides the resources necessary for businesses to utilize that will develop and advance business in the State of Illinois. This position is a specific portion of the Governor's Opportunity Returns Program to develop strategic resources to assist in the creation and expansion of Illinois' businesses. This position exercises administrative authority and policy development to effectively target Entrepreneur Center locations and appropriate resources to develop new businesses. This position maintains the policy and administrative authority to work with federal government entities that can provide additional program and monetary resources to this Program. Additionally, the Agency's Small Business Division is being organizationally moved to this position to coordinate management of these two closely related programs.

The policy and administrative responsibility of the position, warrants consideration to be exempt under Section 4d(3) of the Personnel Code.

I appreciate your consideration of this request and ask for your approval to make this position 4d(3) exempt.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-42-00-700-00-01
Bureau/Division:	Director's Office/Entrepreneurial/Small Business
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

U. Department of Commerce and Economic Opportunity-Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Chairman Richards:

Director Lavin of the Illinois Department of Commerce and Economic Opportunity has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-42-00-800-00-01
Bureau/Division:	Office of Strategic Sourcing and Procurement
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

I am requesting a 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-42-00-800-00-01
Bureau/Division:	Office of Strategic Sourcing and Procurement
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

The rationale for requesting this exemption is supported by the following:

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

- 1) The Agency State Purchasing Officer will report to the Agency Director and will have reporting responsibilities to the Chief State Purchasing Officer (the Director of Central Management Services).
- 2) The Purchasing Officer serves as a policy formulating administrator of the agency's Office of Strategic Sourcing and Procurement in planning, directing, implementing and administering in collaboration with the Director and the Chief State Purchasing Officer all agency-specific procurement policies, procedures for agency specific procurement operations (agency-specific is herein defined as procurements for an agency which are exclusive to that agency's operational needs including both goods and services which are obtained by and through the Procurement Code). This position has principal responsibility for the creation and execution of policies that establish objectives and state the principles towards operating objectives of the agency.
- 3) The agency State Purchasing Officer is integrally involved in planning and integrating the plans and projections of agency-specific procurement operations for all organizational entities in the agency.

Considering similarities of this requested position with those of other 4d(3) exempted positions in the Department of Commerce and Economic Opportunity, I request 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Mike Grady, Director of Human Resources at 217-785-1577.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-42-00-800-00-01
Bureau/Division:	Office of Strategic Sourcing and Procurement
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

V. Illinois Environmental Protection Agency-Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Cipriano of the Illinois Environmental Protection Agency has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-46-00-000-00-06
Bureau/Division:	Office of Strategic Sourcing and Procurement
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart.

If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

The Illinois Environmental Protection Agency is requesting 4d(3) policy exemption of the following position:

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title:	Senior Public Service Administrator
Position Number:	40070-46-00-000-00-06
Bureau/Division:	Office of Strategic Sourcing and Procurement
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

The rationale for requesting this exemption is supported by the following:

- 1) The Agency State Purchasing Officer will report to the Agency Director and will have reporting responsibilities to the Chief State Purchasing Officer (the Director of Central Management Services).
- 2) The Purchasing Officer serves as a policy formulating administrator of the agency's Office of Strategic Sourcing and Procurement in planning, directing, implementing and administering in collaboration with the Director and the Chief State Purchasing Officer all agency-specific procurement policies, procedures for agency specific procurement operations (agency-specific is herein defined as procurements for an agency which are exclusive to that agency's operational needs including both goods and services which are obtained by and through the Procurement Code). This position has principal responsibility for the creation and execution of policies that establish objectives and state the principles towards operating objectives of the agency.
- 3) The agency State Purchasing Officer is integrally involved in planning and integrating the plans and projections of agency-specific procurement operations for all organizational entities in the agency.

Considering similarities of this requested position with those of other 4d(3) exempted positions in the Illinois Environmental Protection Agency, I request 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Susie Fishel, Director of Human Resources at 217-785-1577.

END OF COPY

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title: Senior Public Service Administrator  
Position Number: 40070-46-00-000-00-06  
Bureau/Division: Office of Strategic Sourcing and Procurement  
Incumbent: Vacant  
Supervisor: Director  
Location: Sangamon County

W. Illinois Environmental Protection Agency-Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Cipriano of the Illinois Environmental Protection Agency has requested 4d(3) exemption of the following position:

Position Title: Senior Public Service Administrator  
Position Number: 40070-46-00-000-00-03  
Bureau/Division: Director's Office  
Incumbent: Vacant  
Supervisor: Director  
Location: Cook County

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart.

If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division at 782-5601.

END OF COPY

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Director Rumman:

We are requesting approval to exempt the position of Senior Public Service Administrator (40070-46-00-000-00-03) in accordance with Section 4d(3) of the Personnel Code.

This position reports to the Director and is located in Chicago, Illinois. The position serves as principal policy advisor to the Director in the development of all new statewide environmental safety and protection policies and initiatives including those of a multi-agency nature. It also serves as Agency spokesperson on new statewide environmental policies and initiatives to the Governor's Office, legislature, media, public interest groups and officials from federal, state, local and county environmental safety and protection organizations.

The attached CMS-104 (Position Description) and organizational chart depicts the placement and responsibilities of this position.

If additional information is needed, please contact me so that we may respond effectively and expeditiously.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-46-00-000-00-03
Bureau/Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

X. Illinois Department of Insurance – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Chairman Richards:

Director Clark of the Illinois Department of Insurance has requested 4d(3) exemption of the following position:

Position Title:	Public Service Administrator
Position Number:	37015-14-00-000-00-09
Bureau/Division:	Executive
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

We are proposing the exemption of a new Public Service Administrator, Opt. 2, as provided in Section 4d(3) of the Personnel Code.

This position serves as a policy and outreach advisor to the Director, directing and administering policies and procedures affecting agency outreach and community relations. This position acts with the full authority of the Director in committing the agency to courses of action, subject only to the review of the Director.

The attached CMS-104 and organizational charts will depict the placement and responsibility of this position.

Thank you for your assistance in this matter.

END OF COPY

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Public Service Administrator
Position Number:	37015-14-00-000-00-09
Bureau/Division:	Executive
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

Y. Illinois Department of Agriculture – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Hartke of the Illinois Department of Agriculture has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-11-01-800-00-01
Bureau/Division:	Office of Strategic Sourcing and Procurement
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division at 782-5601.

END OF COPY

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Director Rumman:

The Illinois Department of Agriculture is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	4007011-01-800-00-01
Bureau/Division:	Office of Strategic Sourcing and Procurement
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

The rationale for requesting this exemption is supported by the following:

- 1) As the Agency State Purchasing Officer, this position will report to the Director plus will have reporting responsibilities to the Chief State Purchasing Officer (the Director of Central Management Services).
- 2) The Purchasing Officer serves as a policy formulating administrator of the agency's Office of Strategic Sourcing and Procurement in planning, directing, implementing and administering in collaboration with the Director and the Chief State Purchasing Officer all agency-specific procurement policies, procedures for agency specific procurement operations (agency-specific is herein defined as procurements for an agency which are exclusive to that agency's operational needs including both goods and services which are obtained by and through the Procurement Code). This position has principal responsibility for the creation and execution of policies that establish objectives and state the principles towards operating objectives of the agency.
- 3) The agency State Purchasing Officer is integrally involved in planning and integrating the plans and projections of agency-specific procurement operations for all organizational entities in the agency.

Considering similarities of this requested position with those of other 4d(3) exempted positions in the Department of Agriculture, I request 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact James A. Shupenus, Jr., at 217-785-5099.

END OF COPY

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title: Senior Public Service Administrator  
Position Number: 40070-11-01-800-00-01  
Bureau/Division: Office of Strategic Sourcing and Procurement  
Incumbent: Vacant  
Supervisor: Director  
Location: Sangamon County

Z. Illinois State Fire Marshal - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Illinois State Fire Marshal Peter Vina has requested 4d(3) exemption of the following position:

Position Title: Senior Public Service Administrator  
Position Number: 40070-50-50-024-00-01  
Bureau/Division: Management Services  
Incumbent: Kay Ackerman  
Supervisor: State Fire Marshal  
Location: Sangamon County

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division at 782-5601.

END OF COPY

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Director Rumman:

I would like to request the following Senior Public Service Administration position be 4d(3) exempt. This position will be our Information Systems Administrator and report directly to the State Fire Marshal. As the Information Systems Administrator for the Agency, this position will serve as the principal policy administrator in planning, developing, organizing, controlling and managing the responsibilities for the entire Data Systems section for the Office of the State Fire Marshal.

If you have any questions, please contact me at 217-785-4143.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-50-50-024-00-01
Bureau/Division:	Management Services
Incumbent:	Kay Ackerman
Supervisor:	State Fire Marshal
Location:	Sangamon County

AA. Illinois Department on Aging – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Johnson of the Illinois Department on Aging has requested 4d(3) exemption of the following position:

February 19, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title: Senior Public Service Administrator  
Position Number: 40070-47-10-000-00-01  
Bureau/Division: Finance and Administration  
Incumbent: Vacant  
Supervisor: Director  
Location: Sangamon County

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

I am requesting the establishment of a 4d(3) exemption to serve as the Division Manager of Finance & Administration. A position description is attached and describes a Senior Public Service Administrator, Opt. 1 with responsibility for developing and implementing policy for the Division of Finance & Administration.

I appreciate your prompt consideration of this request.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title: Senior Public Service Administrator  
Position Number: 40070-47-10-000-00-01  
Bureau/Division: Finance and Administration  
Incumbent: Vacant  
Supervisor: Director  
Location: Sangamon County

February 19, 2004

V. MOTION TO GO INTO EXECUTIVE SESSION

**WILL THE COMMISSION HOLD AN EXECUTIVE SESSION TO CONSIDER APPEALS OF DISMISSAL FILED WITH THE COMMISSION?**

VI. RECONVENE MEETING

VII. AMENDMENTS IN CLASS SPECIFICATIONS

- A. The class specifications revisions for the following classes were submitted by the Director of Central Management Services.

Comments on Class Specifications

<u>Class Title</u>	<u>Position Code</u>
Social Worker I	41411
Social Worker II	41412
Social Worker III	41413
Social Worker IV	41414

This study was initiated due to the Department of Human Services' request that the Social Worker series be reviewed to determine the appropriateness of requiring licensure as a Clinical Social Worker.

As background, the Social Worker and Social Worker Administrator series was established in 1986 to include the current Social Worker I-IV classes and the former Social Worker Administrator I-III classes. Currently, the requirements for the Social Worker II and III classes include a may provision for license as a Social Worker. The Social Worker IV class requires licensure as a clinical social worker.

The Clinical Social Work and Social Work Practice Act exempts from licensure as a Social Worker those employed by the State of Illinois who provide social work services. The Act does not preclude the performance of clinical social work by someone not licensed as such, so long as they are under the order, control and full professional responsibility of an appropriately licensed clinical social worker, clinical psychologist, or a psychiatrist. The Act requires licensure as a clinical social worker for those employed as such after the effective date of the Act (1994), unless they obtain their position through promotion. Where the position is providing clinical supervision to those wishing to be licensed by the state, licensure is required, and the Act's exemption provisions do not apply.

VIII. AMENDMENTS IN CLASS SPECIFICATIONS (continued)

In light of these factors, it is proposed that the Social Worker II class be modified, deleting the may require licensure statement and replacing it with a license may be preferred provision. The Social Worker III class is modified, adding Illustrative Example of Work #3, which addresses the clinical supervision of Social Workers and Social Work graduate students wishing to obtain licensure. The Education and Experience Section of the III level class is subsequently modified to reflect that positions may require licensure as a Clinical Social Worker. In terms of work roles and requirements, the Social Worker IV class, which encompasses jobs serving as qualified examiners, remains unchanged.

In addition to the above, the following minor modifications are proposed:

Because the Social Worker Administrator classes have been abolished (all positions reclassified to the Public Service Administrator class) references to "Social Worker Administrator" have been removed from the class specification heading, and supervisory language has been removed from the series discussion. Where applicable, agency names have been updated (i.e., the former Department of Rehabilitation Services has been merged into the Department of Human Services).

B. Recommendations for Commission Action

The class specifications for revision of the following classes, submitted by the Director of Central Management Services, were found satisfactory.

<u>Class Title</u>	<u>Position Code</u>
Social Worker I	41411
Social Worker II	41412
Social Worker III	41413
Social Worker IV	41414

**WILL THE COMMISSION APPROVE THE CLASS SPECIFICATIONS FOR THE FOLLOWING CLASSES TO BE EFFECTIVE FEBRUARY 1, 2004?**

<u>Class Title</u>	<u>Position Code</u>
Social Worker I	41411
Social Worker II	41412
Social Worker III	41413
Social Worker IV	41414

February 19, 2004

VIII AMENDMENTS IN CLASS SPECIFICATIONS (continued)

**WILL THE COMMISSION DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED IN THIS REPORT TO ALLOW ADEQUATE STUDY?**

VII. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code, however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services consecutive non-merit report as of January 31, 2004.

	<u>12/31/03</u>	<u>1/31/03</u>
Agriculture	1	1
Central Management Services	5	4
Historic Preservation	1	0
Natural Resources	49	37
Transportation	2	5
State Fire Marshal	0	1
Veterans' Affairs	<u>1</u>	<u>1</u>
	59	49

February 19, 2004

VIII. APPEALS PENDING DECISION

Dismissal

Mary Ann Rohrback                      SPSA                      Employment Security  
DA-92-03

**CHARGE:**    Falsification of Documents; Personal Conduct; Engaged in Acts to  
                         Manipulate the Personnel Rules and Circumvent Such Rules for  
                         Financial Benefit and Gain

Request for hearing filed:    4-7-03

**WHAT IS THE DECISION OF THE COMMISSION?**

Dismissal

Virginia Wood                              SPSA                              Natural Resources  
DA-94-03

**CHARGE:**    Personal Conduct, False Statements and Representations

Request for hearing filed:    April 3, 2003

**WHAT IS THE DECISION OF THE COMMISSION?**

Dismissal

Mark Schmidt                              Accountant Advanced      Guardianship & Advocacy  
DA-08-04    Commission

**CHARGE:**    Insubordination and Conduct Unbecoming A State Employee

Request for hearing filed: July 30, 2003

**WHAT IS THE DECISION OF THE COMMISSION?**

Dismissal

James D. Kline                              Mental Health Technician II      Human Services  
DA-56-04

**CHARGE:**    Mistreatment of Service Residents

Request for hearing filed: 8-18-03

**WHAT IS THE DECISION OF THE COMMISSION?**

February 19, 2004

VIII. APPEALS PENDING DECISION (continued)

Dismissal

Bryan Veronesi                      Mental Health Technician II              Human Services  
DA-78-04

CHARGE:    Physical Abuse to Service Recipients  
Request for hearing filed: 12-2-03

**WHAT IS THE DECISION OF THE COMMISSION?**

Lay-Off Appeal

Angela M. Young                      Executive I                      Revenue  
LA-66-04  
Request for appeal filed: 10-15-03

**WHAT IS THE DECISION OF THE COMMISSION?**

IV. ADMINISTRATIVE REVIEW APPEALS

Circuit Court – Dismissed

<u>Case No.</u>	<u>Name</u>	<u>County</u>	<u>Record Filed</u>
DA-104-03	Robert Powers	U.S. District Court Sangamon	Pending Pending
DA-38-01	Elizabeth Terrell	Cook	Pending

X. STAFF REPORT

XI. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Thursday, March 18, 2004 at 9:00 a.m. in the Commission's Chicago Office.

XII. MOTION TO ADJOURN